

Established: 09/01/87  
Revised: 10/31/01

CRITERIA	EARNINGS ID
<ul style="list-style-type: none"> <li>If a department head or designee requires an employee, in writing, to work in a higher classification for more than 30 consecutive calendar days (and the employee consents), the employee shall receive a 5% pay differential of the daily rate equivalent based on a 21 or 22 day pay period of the class to which he/she is appointed for that period in excess of 30 calendar days. If a department head or designee requires, in writing, an employee to work in a higher classification for 60 consecutive calendar days or more, the employee shall receive a pay differential of 5% over his/her normal daily rate of the class to which he/she is appointed from the first day of the assignment.</li> </ul>	<p>8G 8G2 (Hourly)</p>
<ul style="list-style-type: none"> <li>If the assignment to a higher classification is not terminated before it exceeds 120 consecutive calendar days, the employee shall be entitled to receive the difference between his/her salary and the salary of the higher class at the same step the employee would receive if the employee were to be promoted to that class, for that period in excess of 120 consecutive calendar days. The 5% promotional step in the higher class shall not be considered as part of the base pay in computing the promotional step in the higher class.</li> </ul>	<p>SI</p>
<ul style="list-style-type: none"> <li>No employee will be assigned to out-of-class work for more than one year.</li> </ul>	

INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY	
OVERTIME	No/Yes (FLSA)
IDL	No
EIDL	No
NDI	No
LUMP SUM VACATION	No
LUMP SUM SICK	No
LUMP SUM EXTRA	No

\* Departments should not lock payments into employment history.